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Site Plan Review Permit

As Provided in the Clayton Municipal Code Title 17, Chapter 17.44

Below: Office Use Only

File No: _____ Deposit: _____

Received By: _____

Date: _____ Receipt No: _____

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

1. Design Team Contact Information:

Applicant/Property Owner: Phone Number: _____

Applicant Name: _____ Applicant Email: _____

Property Owner Name: _____ Applicant Phone: _____

Master Developer:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

Architect/Designer:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

Land Planner:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

Landscape Architect:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

Civil Engineer:

Name: _____ Company Name: _____

Email: _____ Direct Phone No: _____

Address: _____

2. Project Description: Type and attach your project description. Be specific.

Applicant's interest in property: ☐ Own ☐ Lease---Owner's name: _____

If leased, owner's address: _____

Owner's phone No: _____

Instructions:

1. Discuss your project with the Community Development Director or a staff member before you begin to put this application together.
2. Make sure that every submittal requirement is completed, unless otherwise directed by the Community Development Director. (Incomplete applications will not be processed.)
3. Once all of the submittal requirements have been met, the Community Development Director shall schedule the matter before the Planning Commission.
4. Please refer to the City of Clayton Municipal Code Title 17, Chapter 17.68 for more information on the approval and appeal process.

3. Submittal Requirements:

The number of copies of each of the items below, which constitutes a complete Application Submittal Packet, will be determined by the Community Development Director. If not specified, assume only one copy is needed. If applicable, all plans and analyses shall be at scale 1"=20' for site planning and 1/8"=1' or greater for elevations and floor plans. Please submit the following information in the order in which it is outlined below. Additional items may be required by Community Development Director.

☐ Community Development General Application

☐ Site Plan Review Permit Application

☐ Environmental Review Application

☐ Impervious Area Worksheet

☐ Processing Deposit \$ _____ (Make check payable to the City of Clayton)

☐ Title Report or copy of a Preliminary Title Report prepared for the current owner

☐ Legal description for each subject parcel(s)

☐ Current zoning map showing existing and proposed zoning classification(s), as applicable, for the subject parcel(s) and its surrounding land uses

☐ General Plan map showing existing and proposed general plan designation(s), as applicable, for the subject parcel(s) and its surrounding land uses

☐ Photographs/Graphics showing the relationship of the subject parcel(s) identified to the surrounding properties. Include aerials such as Google Earth maps, and perspective photographs.

☐ Preliminary Landscape Plan (See Title 17, Chapter 17.80 of the Municipal Code)

☐ Open Space Plan (Show/describe the method(s) used to satisfy the open space requirements of sections 17.28.100)

☐ **Site Opportunities/Constraints Analysis:** Use maps, graphics, and text to answer the questions below, as applicable

I. Environmental:

- | | |
|--|---|
| 1. Existing natural land features | 6. Water bodies and wetlands |
| 2. Type and diameter of trees 6" or larger in diameter at 4'6" above natural grade | 7. Flood hazard areas |
| 3. Topography (at 2' contour intervals) | 8. Surface and subsurface geology plus geological hazards such as earthquake faults |
| 4. Soils- summarize soils report findings | 9. Natural features including view sheds and ridge lines |
| 5. Drainage patterns | 10. Archeological sites |

II. Existing Improvements:

1. Location and dimensions of all existing structures/improvements
2. Show roads, paths, parking areas and all other improvements (patios, pools, decks)
3. Identify all on-site and off-site improvements to be retained showing location and dimensions

III. Easements:

1. The location, dimension, and purpose of all existing easements on the property.

☐ **Site/Development Plan:** 12 copies (maximum of 11"x 17"). Show/Include the following:

- | | |
|---|--|
| 1. Project name | 13. Density (existing and proposed) |
| 2. Submitted by (name, address, phone, date) | 14. Location of existing improvements to be retained |
| 3. Site address | 15. Location of proposed on-site and off-site improvements (buildings, structures) |
| 4. Scale, North arrow | 16. Building area, % of lot coverage, height of bldg., number of stories |
| 5. The name(s) of the present owner(s) of each separate legal parcel | 17. Property lines/lease lines/phase lines: (1) fully dimensioned (2) street right of ways/alleys/easements (3) setbacks |
| 6. Map showing the property to be developed in its context (surrounding streets, land uses, structures) | 18. Indicate proposed private common areas and those proposed for dedication for public use |
| 7. Boundary lines showing the entire proposed development including dimensions | 19. Landscaping on-site, required and provided by % of site/ % of useable open space |
| 8. Boundary lines of each separate legal parcel including dimensions | 20. All streets, medians & driveways (both sides of street) within 125' of property |
| 9. Parcel size (net and gross) | 21. Parking required and provided |
| 10. Legal description(s) | |
| 11. Zoning (existing and proposed) | |
| 12. General Plan projected land use | |

☐ **Architectural Design:** 12 copies (maximum of 11"x 17"). Show/Include the following:

1. Elevations/drawings to scale showing architectural design of all structures proposed for the site
2. Identify the exterior materials, color and finish of all structures
3. Discuss the harmony of the proposed design with the significant design features or themes of adjacent and community structures

Circulation Plan:

1. Show all proposed, on-site public and/or private vehicular (automobile and bicycle) and pedestrian ways
2. Show proposed, on-site, public right-of-way, walkways, paths, trails, etc. Identify pavement width and type
3. Show the relationship of the proposed circulation facilities to the existing facilities (including, but not limited to: streets, highways, pedestrian walkways, public transit, bicycle paths, hiking, and equestrian trails, etc.)
4. Show location of points of ingress and egress for vehicles

Proposed Signs:

1. Architectural drawings for each sign
2. Location of each sign
3. Size, color, and shape of each sign
4. Type of illumination for each sign

Community Facilities Plan:

1. The location of significant historical, cultural and archaeological features of the site, including methods proposed to preserve and incorporate such elements into the proposed project
2. The proposed layout, dedication and/or reservation of school sites library sites, and public open space and usable recreation areas including parks and playgrounds

Additional Reports/Statements:

1. Preliminary storm drainage Plan
2. Soils report for the subject area
3. Geotechnical report for the subject area
4. Preliminary sewer disposal plan
5. Preliminary public utilities plan (including cable TV.)
6. Feasibility analysis of all public or quasi-public recreational and educational areas and facilities proposed to be located within the development. This analysis shall include a statement of anticipated financing, development and long-term maintenance
7. Residential density analysis of the subject area and the estimated population, both adult and school-age, resulting therefrom. The proposed number of school-age children shall be integrated with the analysis of educational needs and proposed facilities
8. Any additional information as may be required by the Community Development Director

Letter of Explanation:

1. Explain how the proposed Site Plan will effect, either positively and/or negatively, the City of Clayton residents and the adjacent property owners.
2. Explain how the Site Plan accommodates, encourages, and promotes innovatively designed developments involving residential and/or non-residential land uses, which form an attractive and harmonious unit of the community.

Mailing Envelopes and addresses:

1. List of names and addresses of all legal owners of property within a 300' radius of the subject parcel(s).
2. Envelopes: prepare a complete set of addressed and stamped legal size envelopes for all listed property owners. Do not place return address on envelopes.
3. Ownership Map: County Assessors map showing subject parcel(s) highlighted or outlined and a boundary line indicating all properties located within a 300' radius of the subject parcel(s). (Will be provided by City Staff if applicant is not using a Title Company.)

4. Important Implementing Information from the City of Clayton Municipal Code:

17.44.010 Purpose.

The purpose of the Site Plan Review is to ensure that the design of all new development is compatible with Clayton's character and that the design and location of new development does not impose significant negative impacts on neighboring property owners and/or occupants. To achieve this purpose, the community's character and any specific neighborhood impacts shall be balanced with an owner's right to develop property. (Ord. 311, 1994) (Ord 325, 1996)

17.44.020 Site Plan Review Permit Required.

A Site Plan Review Permit shall be required in any zoning District for the design of all new development within the City (new construction, remodeling, additions, etc.) that meets any of the following criteria:

- A. Construction (enclosed or unenclosed) over 12 feet in height or encompassing an area of 500 sq. ft. or greater;
- B. Construction over four (4) feet in height (other than fences) encompassing an area of ten (10) square feet or greater located within the upper two-thirds of a slope which exceeds either: (Ord 375, 2004)
 - 1. A grade equal to or greater than 1 foot vertical to 4 feet horizontal, or
 - 2. A grade change greater than ten (10) feet.
- C. Any balcony, deck or other similar structure, whose floor elevation is over 4 feet in height from the underlying grade encompassing an area of 10 sq. ft. or greater;
- D. Retaining walls needing a building permit and observable from public streets and/or sidewalks;;
- E. Construction of more than one (1) exempt structure (as herein defined) within any 5-year time period;
- F. Construction that, in the judgment of the Community Development Director, does not comply with the purpose of this Chapter as stated above or with the standards of review as stated herein. (Ord 311, 1994, Ord. 375, 2004, Ord 325, 1996).

17.44.030 Exemptions.

Any new development meeting one of the following characteristics shall be exempt from a Site Plan Review Permit. Such exempt development may directly apply for a building permit which is administratively reviewed by staff.

- A. Construction not meeting one of the criteria listed above;
- B. Construction receiving specific design authorization pursuant to an approved:
 - 1. Development Plan Permit;
 - 2. Vesting Tentative Map;
 - 3. Development Agreement. (Ord. 311, 1994)
- C. Second dwelling units administratively approved in accordance with Section 17.47.020. (Ord 373, 2004) (Ord 325, 1996).

17.44.040 Standards of Review.

The factors to be reviewed by the Planning Commission (or City Council upon appeal) shall include, but are not limited to:

- A. Conformity with the General Plan and any applicable Specific Plan (e.g. Town Center, Marsh Creek Road).
- B. Conformity with any applicable City adopted architectural and/or design standards (e.g. Oakhurst Country Club, Oakwood Subdivision, Clayton Station).
- C. Preservation of general safety (e.g. seismic, landslide, flooding, fire, traffic).
- D. Maintenance of solar rights to adjacent properties.
- E. The reasonable maintenance of the privacy of adjacent property owners and/or occupants.
- F. The reasonable maintenance of existing views of adjacent property owners and/or occupants.
- G. The new development, taken as a whole, need not be identical, but should be complementary with the adjacent existing structures in terms of materials, colors, size, and bulk. (Ord. 325, 1996; Ord. 311, 1994, Ord 325, 1996)

5. Certification:

General Certification:

I (We):

- consent to the submission of this application.
- understand that an incomplete application may be denied.
- hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete and correct.
- certify that I (We) have read and understand Title 17, Chapter 17.44 found in Part 4 of this application and in the City of Clayton's Municipal Code.

Form Specific Certification:

I (We):

- understand that a Site Plan Review is the method to obtain an approval from the City of Clayton Planning Commission and that this must be done before filing for a building permit with the Contra Costa County Building Inspection Department to construct a structure as specified in Chapter 17.44.
- understand that all permits and/or reviews are subject to regulations set forth in the Clayton Municipal Code, and the conditions of approvals as set by the Planning Commission during the public hearing and/or City Council appeal.

Applicant's Signature: _____

Date: _____

Property Owner's Signature: _____

Date: _____